

**Richland County Airport Commission
Jim Hamilton – L.B. Owens Airport (CUB)
Columbia, South Carolina**



**MINUTES
Airport Commission Meeting – 12:00 Noon
April 13, 2010**

Commission Members in attendance

Merrill Donahoo, Chairman
Bob Pulliam, Vice Chairman
Dennis Dabney, Treasurer
Russell Goudelock, Esquire, Secretary
Don Purcell
Peter Mayers
John Mark Dean
Bruce Cole

Richland County Staff in attendance

Milton Pope, County Administrator
Tony McDonald, Assistant County Administrator
Chris Eversmann, RC (Interim) Airport Director
John Hixon, RC Dept of Special Services Director

Visitors in attendance

Paul Bass, Eagle Aviation
Dave Lipski, Eagle Aviation
Andy Busbee, The LPA Group
Rodney Barnett, Vista Aviation
Michele Huggins, South Kilbourne Neighborhood Association
Pat Gilmartin, HRH Neighborhood Association
Delphin Gantt, SCDOA

Welcome and Call to Order

Chairman Donahoo called the meeting to order and announced a quorum in attendance. He welcomed everyone and called for the invocation. The invocation was delivered by **Andy Busbee**.

Mr Pope welcomed **Ms Michele Huggins** to the meeting. He also spoke regarding the current selection process for the permanent Airport Director. He stated they have met with the Airport

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Commission Executive Committee and reviewed all selected Candidates. He also mentioned that on Thursday, April 8, 2010, a “Meet & Greet” session was held for the candidates and the Airport Commissioners. A follow-up meeting will be schedule with the Executive Committee during the following week.

Approval of Minutes

Chairman Donahoo presented the minutes of the February 23, 2010 Airport Commission meeting for approval. **Commissioner Goudelock** made a motion to approve the minutes as presented, **Commissioner Dabney** seconded, and all approved.

Officers’ Reports:

Chairman’s Report

Chairman Donahoo spoke about the “Meet & Greet” for the Airport Candidates that was held on Thursday, April 8, 2010 from 6 p.m. to 7 p.m. The event was an informal way to get to know the candidates in a social setting.

Vice Chairman’s Report

Vice Chairman Pulliam – No Items to report at this time.

Secretary’s Report

Commissioner Goudelock - No items to report at this time.

Treasurer’s Report

Commissioner Dabney – No items to report at this time.

Committee Reports:

Finance Committee - Deferred meeting at this time.

Marketing Committee - Deferred meeting at this time.

Operations Committee

Commissioner Purcell spoke on behalf of the committee, and followed up on the items that were reviewed:

New Business –

1. Re-striping of the automobile parking lot has been identified as a need. The cost is estimated at approximately \$4,000.
2. South Side security fence (located near railroad) will need to be replaced: this item will be a phase of a future AIP project to replace the entire perimeter fence.
3. Ownership of Airline Drive will be researched and determined.

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4. Airport Security document drafts have been presented: one set of guidelines is for internal use with a Special Security Information handling guideline; and a second set of documents for tenant distribution, which will be distributed with new badges. This document will cover escorting visitors, parking, displaying badges, etc.
5. It is recommended in the future that individual addresses be assigned to each hangar space in order to assist in E911 response.
6. The garbage dumpster is currently located outside of the fence, which is causing problems with tampering, illegal dumping, *etc.* It is recommended that it be relocated inside the fence, possibly near the airport terminal. **Commission** has deferred item to the **Airport Manager** to determine proper location and coordinate with **Eagle Aviation**.

Items requested for motion:

1. **Motion** – Per Section 3-22C, the Airport Commission should adopt bylaws governing its operation. The Richland County Airport Commission will adopt “Robert’s Rules of Order” as its procedural guideline. **Commissioner Cole second, all approved.**
2. **Motion** – The officers of Chairman, Vice Chairman, Treasurer and Secretary will be elected at the first meeting of each Calendar year. These officers will serve for that calendar year. Each officer may be re-elected for a second term if qualified (commission term must not expire while serving as an officer). **This item is deferred until a “skeleton” draft of the by-laws can be drafted and made available for review.**

Remaining Motions have not been presented at this time.

Airport Director’s Report

Mr Eversmann gave an update on the following:

Aviation Related News

- ➔ Hilton Head Island – March 15, 2010, A GA Aircraft made an emergency landing, accidentally killing a man.

Meetings, Events, and Visits

- ➔ BSA, Aviation Merit Badge, March 13, 2010 – hosted by **Chris Eversmann**
- ➔ Meeting with SCDaA staff, March 23, 2010 – discussed tree removal
- ➔ Meeting with TSA staff, March 24, 2010 – briefing on security enhancements

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- RCSD2 School visit, March 25, 2010
- Ft Jackson Dependent School visit, March 26, 2010
- BSA, Aviation Merit Badge, March 27, 2010 hosted by **Chairman Donahoo and Mr Jim Hamilton**
- RCAC Operations Committee, March 30, 2010
- EAA Fly-in, April 3, 2010 – An estimated 80 aircraft participated. No noise complaints were received. It was mentioned getting the word out earlier and possibly extending an invitation to the neighborhood.

AIP Project Updates

- Taxiway and Apron (West) Rehabilitation – Substantial completion; CR Jackson, contractor is currently working on remedial work; remaining rejuvenation and pavement striping to begin on April 26, 2010.
- Airport Security Enhancements – Training for Richland County and Eagle Aviation staff was conducted on March 12, 2010. Airport Identification Badge (AIDB) procedure has been developed and was submitted to the Operations Committee for review. Upon approval, change will be issued to the Airport Manual and production and issuing of AIDBs will begin. Working on soliciting price quotes for remaining infrastructure/facility work, in advance of the AIP (Airport Improvement Program) grant application deadline. The estimated budget is between \$30,000 and \$40,000.
- Environmental Assessment (EA) – Has been review by Airport Manager. It has also been reviewed by the FAA-ADO Environmental Staff. Provided engineer with comments to be incorporated. Advertisement was published on April 11, 2010. Public Comment period will close on May 11, 2010, at that point, all comments will be incorporated, then it will be determined whether a public hearing will be required. Comments will then be incorporated and final draft will be submitted to the FAA. The final step will be FAA review, sign off, and issuance of a FONSI. This will satisfy the necessary environmental documentation requirements for the taxiway extension.
- Master Plan – Forecasts have been prepared and delivered for review by the Airport Sponsor. Master Plan Steering Committee (MPSC) is currently being formed to guide in the Master Planning Process. The committee will consist of: **Mr Greg Pearce, RC Council, Dr John Mark Dean, RC Airport Commission Community Representative, Mr Don Purcell RC Airport Commission Pilot Representative, Mr Tony McDonald RC Administration, Mr Dave Lipski, Eagle Aviation, Mr Carl Gosline, RC Planning Department, Ms Krista Hampton, City of Columbia Planning Department, Mr Chris Eversmann, Interim Airport**

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Director, Mr Kenneth Keeverline, Tenant representative USC Flight Department, Deputy Bill McCorkle, Tenant Representative RCSD. Any commissioner is welcome to any and all MPSC meetings. The initial MPSC committee meeting is anticipated during May 2010.

Commissioner Dean made a motion that **Dr Belinda Gergel, City of Columbia Council** be invited to be a part of the MPSC. **Commissioner Dabney** seconded, all approved.

Commissioner Cole made a motion that the Master Plan Steering Committee bring final master plan to the Airport Commission for approval, once approved it then be forwarded to County Council for approval. **Commissioner Dean** seconded, all approved.

Commissioner Cole made a recommendation that protocol of the Commission's duties for overseeing the process as a Commission become established.

Commissioner Cole also made a recommendation that a strategic plan planning process be consider, due to the fact that a master plan does not focus on issues such as marketing, short term issues, fund raising, *etc.*

Commissioner Dean urges to adopt a consensus development of the Steering Committee report for the Commission.

Minor Construction Projects Update

- ➔ Noise Abatement Sign Installation – Buried utility location requested; frangible mounting identified
- ➔ Taxiway Vehicle Traffic Sign Installation – Installation complete.
- ➔ Lobby Furniture – A Purchase Order has been created for re-upholstery through South Carolina Department of Corrections for an estimated cost of \$1,350.
- ➔ USC Wall Display – Punch List is complete.
- ➔ Jim Hamilton – LB Owens display – Contractor visited site and began preliminary coordination.

Budget and Finance

- ➔ SCDoA Grant 10-003 was approved in the amount of \$4,354. All ongoing projects are now covered with State Matching Grants.

Eagle Aviation Update - Airport Metrics

- ➔ Fuel Sales (March 2010)
 - ➔ McEntire purchased approximately 5,000 gallons
 - ➔ AVGAS showed an increase

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- Jet A showed an increase of 125%
- Hangar Occupancy
 - 100% occupancy
- Ramp Fees Collected (March 2010)
 - \$190 was collected from four singles, four twins, and one medium jet
- Noise Complaints
 - One noise complaint was received due to aircraft activity on March 23, 2010. The incident was investigated, the pilot was spoken to and is now knowledgeable of Noise Abatement Rules.
- Based Aircraft
 - There are 112 aircraft based at CUB
- Maintenance Requests
 - There were 20 maintenance requests in March 2010: 70% - airside / 15% terminal / 15% - landside. 40% were related electrical work

Other Items

- School visits are scheduled on April 14 and 15, 2010.
- RC Budget process update – **Mr McDonald** stated the operating budget is midway through the process, The first draft should be finalized and presented to County Council by the first week of May. Current focus has been on the County's General Fund. No Changes to the Airport budget have been proposed at this time.

Questions

Rodney Barnett spoke regarding whether the purchase of a FOD BOSS machine was still being considered. He stated he is concerned with the damage that the sand is causing to his props. **Mr Eversmann** commented that this has been requested in the capital portion of the operating budget. He also stated that they will look into a temporary alternative.

County Representative's Report

County Councilman Pearce – No report at this time (**Mr Pearce** was not present).

New Business

No New business at this time.

Citizen Input

Dr Gilmartin questioned the operating procedures of the Black Hawk Helicopters. Helicopters must follow the same approach and departure pattern of fixed wing aircraft.

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International Learn to Fly day is held annually on the third Saturday in May. The Eagle Aviation Flight School will be hosting this event.

Next Meeting

The next meeting of the Commission will be held at Jim Hamilton – L.B. Owens Airport at **12:00, Noon** on **Tuesday June 1, 2010.**

Adjournment - The meeting adjourned at approximately **1:50pm.**

Executive Session Convened – 1:53 p.m.

Executive Session Adjourned – 2:38 p.m. (No action required).

END OF MEETING MINUTES